



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Professional Growth Plan

for Teachers, School Service Personnel & Administrators

Experience Documentation

November 2009

Office of Educator Licensing and Development

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Section 5: PROFESSIONAL GROWTH PLAN EXPERIENCE DOCUMENTATION

You must show documentation/verification of your experiences.

OPTIONS	MAXIMUM POINTS	POINT VALUE	SAMPLE VERIFICATION	CRITERIA	NOTE
In-Service Credit	45 points/5 year period	1 hour= 1 pt	*In-service Credit Approval slip *Course Attendance slip	*Course must be approved by the school district	
Professional Conference/ Workshop/Institute	45 points/5 year period	1 clock hour =1 point	*Certificate of attendance or completion	*May only include time spent at the conference, workshop or institute	
Mentoring New Teacher, School Service or Administrator	45 points/5 year period	1 clock hour =1 point	*Letter from supervisor	* Must be mentoring a new teacher, school service or administrator	
Cooperating Teacher of a Student Teacher	50 points/5 year period	25 points/1 year	*Letter from higher ed institute	*Student teacher must be from a state approved higher ed prep program	TEACHERS ONLY
Cooperating Teacher for an undergraduate field experience or practicum	15 points/5 year period	3 points/1 year	*Letter from higher ed institute	*Undergraduate must be from a state approved higher ed program	TEACHERS AND SCHOOL SERVICE ONLY
Presentation	30 points/5 year period	1 clock hour= 1 point	*Letter from supervisor	*Must include only actual time preparing and presenting a professional course, workshop or presentation and be for the initial event.	
Curriculum Development	45 points/5 year period	1 clock hour= 1 point	*Letter from supervisor	* Must be serving on a formal committee organized by local school, district state, national or international agency	

OPTIONS	MAXIMUM POINTS	POINT VALUE	SAMPLE VERIFICATION	CRITERIA	NOTE
Professional Programs/ Committees	50 points/ 5 year period	1 clock hour= 1 point	*Letter from supervisor	*Must be serving on a formal committee organized by local school, district state, national or international agency	
School Accreditation Activities	50 points/ 5 years for Chair 30 points/ 5 years for team member	25 points/year for Chair 15 points/year for team member	*Letter from supervisor	*Must be a chairperson or an active member of listed Committee or other Committee with similar duties.	
College Credit	90 points/5 years	1 semester hour=15 pts 1 quarter hour=10 points	*Official transcripts	*Must be earned from an accredited college or university *Must be a grade of "B" or better or a "P" in pass/fail.	
Educational Publication	45 points/ 5 year period	45 points for book 10 points/per article	*Copy of publication	*Must contribute to the profession or add to the body of knowledge in the individual's specific field. *Must be commercially published OR formally approved document OR formally published by a recognized state or National agency or organization.	
College/University Teaching	45 points/ 5 year period	1 semester hour=15 pts 1 quarter hour=10 points	*Letter of verification from department chairperson or dean *Copy of syllabi for course(s) taught	*Teaching assignment must be at the graduate level though a college/university accredited to offer a graduate program in the same content area as the applicant.	

OPTIONS	MAXIMUM POINTS	POINT VALUE	SAMPLE VERIFICATION	CRITERIA	NOTE
National Board for Professional Teaching Standards	90 points/5 years	90 points for completion of the program	*Official Notification Document	*Must be in the applicant's school services content area. Participation as a candidate must be completed and verified by the expiration date of the Indiana license.	TEACHERS AND SCHOOL SERVICE ONLY
Indiana Principal Leadership Academy (IPLA)	90 points/5 years	90 points for completion of the program	*Original certificate of attendance/ completion OR letter from supervisor or IPLA staff	*Must include time spent in those portions of the program that contribute to the participants knowledge, competence, performance or effectiveness as an administrator.	ADMINISTRATORS ONLY
Other	30 points/5 year period	1 clock hour= 1 point	*Letter from supervisor	* Must enhance individual's work in the profession or contribute to her/his area of specialization.	